

## LBNL ARRA PROJECT/AWARD CLOSEOUT REQUEST CHECKLIST

ARRA ID \_\_\_\_\_

B&R Number \_\_\_\_\_

Program Task \_\_\_\_\_

Division \_\_\_\_\_

Project Title \_\_\_\_\_

Resource Analyst \_\_\_\_\_

PI/PM \_\_\_\_\_

Date of Request \_\_\_\_\_

### CONTRACTUAL

Work Authorization/Award Number	
Period of Performance	
Completion Date on WAS/Award	
Actual Completion Date	
Total Funding Amount (not rounded*)	
Total Costed (not rounded*)	
Balance Remaining(not rounded)*	

*\*Please note exact dollar amount to two decimal places.*

*Date final milestone was completed (or final deliverable was submitted)*

## **Division Closeout Checklist**

**The division resource analyst/project controls analyst must review/take action on the items listed below before requesting closeout. A signature on the following page indicates that this review has taken place and proper resolution has been achieved.**

### **Labor**

- ☐ Labor charged is correct and no resource adjustment is required.
- ☐ Any labor accrued from previous month has been reversed and costed.

### **Procurement**

- ☐ Liens have been reviewed and all materials or subcontracted work has been invoiced and costed.
- ☐ Procurement card transactions are complete and costed.
- ☐ No receiving accruals have been reversed.
- ☐ Reversed year-end accruals are accounted for.
- ☐ All work is done, items received, invoices costed. No system issues remain but a lien balance exists. Buyer has been asked to close out the PO.

### **Work Orders and Job Orders**

- ☐ Project tree has been checked for any open Facilities work orders or Engineering work orders.
- ☐ Work is confirmed complete and closure requested or alternate project ID requested.

### **Recharges**

- ☐ Determined if any recharges are for services that will continue and need to be assigned a new project ID (telephone, computer, electricity)
- ☐ Notified recharge group of changed project ID or to discontinue service
- ☐ Checked that all services have been recharged or redirected recharge to an appropriate different project ID

### **Travel**

- ☐ Checked for outstanding travel vouchers or trip reports

### **FMS Project closing**

- ☐ **No liens**
- ☐ **No open work orders**
- ☐ **No ongoing recharges**
- ☐ **No incomplete transactions**

### ***Required Submission Attachments***

- ☐ WAS
- ☐ Signed Request for ARRA Project/Award Closeout Form
- ☐ E-mail from DOE funding program/sponsor stating concurrence that project is complete
- ☐ E-mail from BSO stating concurrence that project is complete (DOE funded)
- ☐ Confirmation from PI or program manager (e-mail) that all projects and POs associated with the project are closed
- ☐ Signed construction project closeout checklist, if applicable

*Return completed closeout file to Budget Office for archiving.*

### ***Signatures***

\_\_\_\_\_  
*Principal Investigator/Project Manager*

\_\_\_\_\_  
*Resource Analyst*

\_\_\_\_\_  
*Business Manager*

\_\_\_\_\_  
*HQ Program/Sponsor (E-mail confirmation)*

\_\_\_\_\_  
*BSO Program Director/CO (E-mail confirmation)*

\_\_\_\_\_  
*Budget Office*